



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John & St. Croix Districts:

DISASTER RECOVERY HOUSING SPECIALIST

The Housing Specialist for Disaster Recovery is responsible for daily monitoring and implementation of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Homeowner Programs in accordance with established policies and procedures.

ESSENTIAL FUNCTIONS:

- ⇒ Provide technical support to applicants, contractors, and vendors in various areas to include program regulations, program compliance, and administrative requirements.
- ⇒ Ensure the timely disbursements of program documents for all projects in the program.
- ⇒ Review monthly reports submitted by contractors.
- ⇒ Conduct QA/QC on program files to ensure compliance with internal and federal guidelines.
- ⇒ Implement program policies and evaluate effectiveness.
- ⇒ Monitor CDBG-DR projects by employing methods such as site visits, review of project status reports, meetings with sub-grantees/subrecipients, project architects, contractors and regulatory agency staff, and other tools as may be appropriate for the type of project.
- ⇒ Prepare monthly reports summarizing the status of on-going projects.
- ⇒ Communicate findings of site visits and monitoring reviews to the Homeowner Rehabilitation and Reconstruction Program Manager, prepare letters outlining the results of the monitoring reviews for signature.
- ⇒ Maintain a database by entering, verifying, and backing up data.
- ⇒ Contribute to team efforts by accomplishing tasks as needed. Operate with little to no instruction; Make recommendations to improve processes; Identify program trends (financial and managerial)
- ⇒ Prepare project description summaries and provide other information as needed for public hearings and other meetings regarding the Homeowner Program.
- ⇒ Assist with conducting public meetings and other meetings as required by the Citizen Participation Plan to obtain the input of stakeholders and the public in general relative to assessment of the needs of the Territory with regards to community development and housing.
- ⇒ Serve as a liaison between the program, applicants, contractors and cognizant agencies.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Associates or Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, or related field preferred.
- ⇒ **Experience:** 1 – 2 years of previous experience working in CDBG, CDBG-DR or other federal funding sources, or disaster related housing services, a plus. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** General knowledge and understanding of CDBG, CDBG-DR preferred. Strong analytical, problem-solving and decision-making capabilities. Ability to establish and maintain effective working relationships in the course of performing your duties as Program Manager. Excellent verbal, interpersonal and written communication skills. Team player with the ability to work in a fast-paced environment. Proficiency in MS Office Applications (Word, PowerPoint, Excel, Outlook). Strong verbal, interpersonal and written communication skills. Experience analyzing and interpreting written material and quantitative data. Superior interpersonal skills including courtesy, professionalism, empathy, and a cooperative attitude. Ability to respond effectively to sensitive inquiries or complaints. Ability to work with highly sensitive and confidential information. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to take initiative, work independently, and utilize creative skills to resolve issues. Ability to be flexible and work under pressure. Attention to detail. Valid Driver's License.

SALARY: \$41,600 - \$56,160 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, June 5, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer